
ORGANIZATION: City of Newport
DEPARTMENT: Parks and Recreation

LOCATION: Newport, Oregon
DATE: October 2015

JOB TITLE: Lead Fitness Instructor

**Non-Exempt
Range TBD**

PURPOSE OF POSITION:

Instruct patrons on how to use cardio and strength training equipment. Provide a safe, clean environment for Recreation Center patrons. Create and implement training materials and classes for patrons in fitness and health. Recruit and train fitness instructors.

ESSENTIAL JOB FUNCTIONS AND EXAMPLES OF DUTIES PERFORMED:

Provide high quality customer service. Greet, assist and monitor patrons in the fitness area. Resolve patron conflicts. Report complaints or concerns to Recreation Superintendent.

Maintain a sanitary environment: change towels, clean machines, check bathroom for cleanliness and spot clean as needed. Maintain a comfortable temperature in the fitness area: open and close windows, turn fans on/off, notify building operations as needed. Maintain appropriate sound system volume. Check track and fitness floor for cleanliness; spot clean as needed.

Instruct patrons on proper use of cardio and strength training equipment.

Develop and instruct classes on fitness, strength training, and health. Determine schedule for classes, develop class narrative and advertising materials.

Develop and maintain class information for Activity Guides and City web site.

Set-up and take down class equipment as needed.

Introduce patrons to our facility through tours, plus one-on-one instruction on cardio machines to provide safe and effective use.

Minor upkeep/repairs on equipment, such as ordering and replacement of parts or service from vendors.

Maintain record of classes and attendance.

Assist Rec. Center staff as needed: purchase supplies, cover Control Desk, preparations for special events, customer service, etc.

Develop and maintain a positive working relationship with colleagues, supervisors, patrons and others.
Other duties as assigned

JOB QUALIFICATION REQUIREMENTS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: A high school diploma or equivalency AND one year of relevant experience.

Required certifications in CPR, First Aid and AED or ability to obtain same.

KNOWLEDGE: Knowledge of principles, terminology, techniques, methods, supplies and equipment, basic rules and skills involved in a variety of cardio and exercise programs. Knowledge of techniques in supervising various physical fitness and recreational activities. Knowledge of the philosophy, and objectives of the recreation profession, and the purpose, use, and benefit of various elements of specific programs. Knowledge of various teaching techniques.

SKILLS: Skill in the use of strength training, cardiovascular machines, and fitness equipment, standard office equipment, and parks and recreation equipment.

ABILITIES: Ability to recruit and train others. Ability to formulate and execute instructional classes. Ability to establish and maintain an effective and professional working relationship with City management, employees, Council members, other entities, and the general public. Ability to communicate effectively and professionally, both orally and in writing, with individual and groups. Ability to honor the confidentiality required of this position. Physical ability to perform the essential job functions. Ability to work independently is critical. Ability to introduce new fitness trends using a variety of approaches. Ability to learn new techniques and trends in fitness and health areas and pass them along to patrons through classes or one-on-one. Ability to stay current with latest health information, and understand and apply how it can affect clients and their exercise/health goals.

DESIRABLE QUALIFICATIONS:

Personal Trainer Certification or ability to obtain same within 3 months of hire.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to 50 pounds and occasionally lift or move materials up to 100 pounds. Manual dexterity and coordination are required to operate equipment such as computers, keyboards, telephones, standard office equipment, and recreational equipment. The position requires the mobility to interact with and use parks and recreation equipment. The position risks harm from physical hazards during manipulation of equipment.

WORKING CONDITIONS/WORK ENVIRONMENT:

Work location is primarily indoors where most of work period occurs in a recreational setting.

SUPERVISION RECEIVED:

Work is performed under the general direction of the Recreation Superintendent.

SIGNATURES:

This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

_____ Incumbent Name	_____ Incumbent Signature	_____ Date
_____ Supervisor Name	_____ Supervisor Signature	_____ Date

Date Revised: October 2015
Approved by: _____
City Manager